

CITY OF FITCHBURG JOB DESCRIPTION

TITLE: ASSISTANT CITY CLERK

SUPERVISOR: CITY CLERK

PAY RANGE: GRADE 10

BARGAINING UNIT: MANAGERS, ADMINISTRATORS AND SPECIALTY SKILLS GROUP

POSTING DATE: JULY 2, 2012

APPLICATION DEADLINE: AUGUST 3, 2012
Applications are available at and must be filed with the City of Fitchburg Human Resources office. Applications must be accompanied by a resume.

Note: *This position is an appointment by the City Council for a term to be determined at the time of appointment.*

The responsibilities and duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

RESPONSIBILITIES:

The Assistant City Clerk will be a self-motivated, high-energy professional with proven leadership, organizational and management skills including independent problem solving, decision making and staff supervision. This person will be responsible for a variety of complex office, personnel and customer service situations and be willing and able to fulfill the responsibilities of the City Clerk in her absence.

DUTIES:

Vital records manager (birth, marriage, death) which includes but may not be limited to all aspects of accurately creating, recording, maintaining and issuing vital records. This duty will include the oversight of staff training and compliance with vital records management software, all local and state reporting requirements and liaison with MA Registry of Vital Records and Statistics.

Election support manager which includes but may not be limited to coordination of all aspects of city census, voter registration, absentee balloting, creating and processing various pre and post election related tasks/reports conducted through the State supported VRIS (Voter Registration Information System) software program, preparation of election worker materials and Election Day support to voters, poll workers, and voter registrars.

General office management including but not limited to providing customer service at the counter, through email and on the telephone, issue various licenses, permits and certificates; process and reconcile daily cash and weekly and monthly deposits and reports; prepare bi-weekly payroll and warrant, maintain and process various billings and payments; respond to various public records requests.

In the absence of the City Clerk: Oversee the uninterrupted and smooth operation of all aspects of the City Clerk's office including but not limited to: supervise/conduct the preparation and distribution of the City Council and License Commission meeting agendas and packets and attend City Council and License Commission meetings to take minutes and conduct follow up procedures. This person will maintain a working knowledge of procedural issues followed by the City Council and License Commission and a general understanding of current issues under their consideration.

Any/all other duties as assigned by the City Clerk.

QUALIFICATIONS:

1. Minimum requirement of an Associates degree strongly preferred.
2. Minimum of ten years full time experience in an office setting with management and supervisory duties strongly preferred.
3. Possess excellent customer service skills and a high degree of professionalism.
4. Possess a high level of computer skills and aptitude.
5. Be highly accurate, very well organized and detail oriented.
6. Must work well and maintain composure under pressure; be able to prioritize multiple and/or unexpected demands.
7. Possess familiarity with the use and maintenance of standard office equipment.
8. Have a working knowledge of bookkeeping procedures.
9. Possess excellent writing skills.
10. Be able to obtain and maintain Notary Public certification.
11. Be flexible with scheduling; be available for occasional early morning or evening hours beyond the standard 8:30AM to 4:30PM work day.

PHYSICAL COMPONENT:

Requires sitting and working on a computer for long periods of time; requires occasional lifting of ballot boxes and equipment between 30 and 50 pounds; requires climbing a ladder to reach upper areas in storage vaults; requires going up and down stairs in a two level office.

RATED: Light

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.

The City of Fitchburg is an Equal Opportunity Employer (EOE)

Assnt City Clerk. Appointments